

**BRANDON & AREA PLANNING DISTRICT  
BOARD MEETING**

1:30 P.M. Thursday December 7, 2017  
T.E. Snure Room – A.R. McDiarmid Civic Complex

**Present:** Rick Chrest  
Heather Dalglish  
Jeff Fawcett  
Ross Farley  
Barry Cullen  
Bob Brown  
Donna Mitchell  
Ches Bollman  
Marlene Biles – Executive Director – BAPD

**Absent:** Emil Egert

**Also Present:** Bob Wallis – Rural Development Planning Manager – BAPD  
Ryan Nickel – Chief Planner – City of Brandon  
Donna Andersen, CAO – RM of Cornwallis

**Adoption of the Agenda**

**Resolution** **Moved/Heather Dalglish**  
**No. 112/2017** **Seconded/Ross Farley**

**BE IT RESOLVED** that the agenda be amended to include:

- 6c. ii. Subdivision Application 4124-14-577,  
extension of Certificate of Approval No. 0405/18/2015
- 7d. Authorize credit card for Executive Director

**Carried** **8/0**

**Minutes of November 2, 2017**

**Resolution** **Moved/Donna Mitchell**  
**No. 113/2017** **Seconded/Barry Cullen**

**BE IT RESOLVED** that the minutes of the November 2, 2017 Board Meeting be hereby adopted as presented.

**Carried** **8/0**

**Correspondence**

**Resolution** **Moved/Heather Dalglish**  
**No. 114/2017** **Seconded/Ches Bollman**

**BE IT RESOLVED** that the Board of Brandon & Area Planning District receive the correspondence as presented.

- The Highway Traffic Board – RM of Elton (NW6-12-18WPM – Huhtala)

**Carried** **8/0**

**Proposal to Subdivide** **4500-15-614**  
**City of Brandon** **Lots 36/38, Block 23, Plan 16 (BLTO)**

**Resolution** **Moved/Barry Cullen**  
**No. 115/2017** **Seconded/Rick Chrest**

**BE IT RESOLVED** that the conditional approval deadline to subdivision application 4500-15-614 to subdivide 708/712 13<sup>th</sup> Street (Lots 36/38, BLOCK 23 PLAN 16 BLTO) in the City of Brandon be extended to December 7, 2018.

**Carried** **8/0**

**Proposal to Subdivide  
RM of Elton**

**4124-17-658 (Clark)  
Pt. SW ¼ 15-11-19 WPM**

**Resolution  
No. 116/2017**

**Moved/Ross Farley  
Seconded/Ches Bollman**

**BE IT RESOLVED** that the Board of the Brandon and Area Planning District provides Conditional Approval to subdivision application FILE NO. 4124-17-658 to subdivide Pt. SW ¼ 15-11-19 WPM in the RM of Elton subject to the following:

1. The conditions contained in the Rural Municipality of Elton resolution dated November 14th, 2017; and

Further, that subject to meeting all other necessary conditions and requirements of subdivision, that the designated signing officers are authorized to **sign and seal the Final Certificate of Approval.**

**Carried**

**8/0**

**Request for Extension  
RM of Elton**

**4124-14-577 (Birmingham)  
Final Approval Certificate 0405/018/2015**

**Resolution  
No. 117/2017**

**Moved/Ross Farley  
Seconded/Donna Mitchell**

**BE IT RESOLVED** that that as per section 132(4) of the Planning Act the Brandon and Area Planning District Board grant a one year extension to final approval certificate 0405/018/2015 for subdivision application 4124-14-577 (Birmingham) to subdivide Part of the SW ¼ 6-11-18 WPM.

**Carried**

**8/0**

**Delegation**

Ryan Nickel, Chief Planner, spoke to the Board members about the Industrial Development Strategy.

**General Business**

**2018 Meeting Schedule**

**Resolution  
No. 118/2017**

**Moved/Heather Dalglish  
Seconded/Bob Brown**

**BE IT RESOLVED** that the Board of Brandon and Area Planning District adopt the meeting schedule presented for 2018.

**Carried**

**8/0**

**Board Appointments/Chairperson/Deputy Chairperson**

**Resolution  
No. 119/2017**

**Moved/Ross Farley  
Seconded/Barry Cullen**

**BE IT RESOLVED** that the members appointed to Brandon and Area Planning District by their member municipality be confirmed as follows:

City of Brandon

Rick Chrest

Barry Cullen

Jeff Fawcett

Glen Parker alt.

RM of Cornwallis

Heather Dalglish

Bob Brown

Emil Egert

Mike Waddell alt.

RM of Elton

Ross Farley

Donna Mitchell

Ches Bollman

Gregg Campbell alt.

**AND BE IT FURTHER RESOLVED** that the Board of the Brandon and Area Planning District appoint:

**Jeff Fawcett** as Chairperson of the Brandon and Area Planning District Board; and **Heather Dalglish** as Deputy Chairperson of the Brandon and Area Planning District Board.

**Carried**

**8/0**

**2018 Committee Appointments**

**Resolution  
No. 120/2017**

**Moved/Rick Chrest  
Seconded/Heather Dalglish**

**BE IT RESOLVED** that the Board of Brandon and Area Planning District make the following committee appointments:

**Personnel Committee:**

City of Brandon	Barry Cullen	Chair	Emil Egert
RM of Elton	Ross Farley		
RM of Cornwallis	Emil Egert		

**Budget and Finance Committee:**

City of Brandon	Jeff Fawcett	Chair	Jeff Fawcett
RM of Elton	Ches Bollman		
RM of Cornwallis	Emil Egert		

**Inter-Municipal Committee:**

City of Brandon	Rick Chrest, Jeff Fawcett and Barry Cullen
RM of Elton	Ross Farley, Ches Bollman and Donna Mitchell
RM of Cornwallis	Heather Dalglish, Emil Egert and Bob Brown
Chair	Jeff Fawcett

**Rural Services Committee:**

RM of Elton	Ross Farley and Ches Bollman
RM of Cornwallis	Heather Dalglish and Emil Egert
Chair	Heather Dalglish

**Development Plan Review Committee:**

City of Brandon	Rick Chrest
RM of Elton	Ross Farley
RM of Cornwallis	Heather Dalglish

**Planning Conference Steering Committee:**

BAPD Representative Vacant

**FCM Drainage Proposal Committee:**

RM of Cornwallis	Heather Dalglish
City of Brandon	Barry Cullen
RM of Elton	Donna Mitchell
Chair	Heather Dalglish

**Carried**

**8/0**

**TD Canada Trust Credit Card**

**Resolution  
No. 121/2017**

**Moved/Heather Dalglish  
Seconded/Ches Bollman**

**BE IT RESOLVED** that a TD Canada Trust credit card with a \$2,000.00 credit limit be authorized for Marlene Biles, Executive Director.

**CARRIED**

**8/0**

**Personnel Committee Report**

Heather Dalglish reported on the committee's review of the proposals that were received in response to the Board's Request for Proposals for Accounting/Bookkeeping Services. The Board was advised that the version of Quickbooks is outdated and needs replaced. The transfer of information over to new software could include extra billable hours.

**Resolution  
No. 122/2017**

**Moved/Barry Cullen  
Seconded/Bob Brown**

**BE IT RESOLVED** that the verbal report received from the Personnel Committee be hereby accepted as information.

**Carried**

**8/0**



**Adjournment**

**Resolution  
No. 128/2017**

**Moved/Barry Cullen**

**That** the meeting is adjourned at 2:30 p.m.

**Carried**

**8/0**

ORIGINAL SIGNED BY JEFF FAWCETT  
CHAIR

ORIGINAL SIGNED BY MARLENE BILES  
Executive Director

Next meeting: January 4, 2018 at 1:30 pm  
Location: A.R. McDiarmid Civic Complex – T.E. Snure Room